



Office Specialist 2, Teacher Certification

Non-Classified Classification

Open for Recruitment: May 13, 2015 - May 19, 2015

Announcement # NONCLS093616

Salary: \$9.87- \$11.67 per hr (\$20,529 - \$24,273 yearly) [-Plus Competitive Benefits!](#)

Location(s): Boise

SPECIAL NOTIFICATION: This position is exempt from classified state service and the rules of the Division of Human Resources and the Idaho Personnel Commission.

The State Department of Education is seeking an Office Specialist 2 to provide support in Teacher Certification with an emphasis on fingerprinting and background checks.

The Department of Teacher Certification at the State Department of Education, in part, verifies educator certification and credentials, including background checks and fingerprinting. The Office Specialist 2 position will assist the Ethics and Background Specialist with receipt of all fingerprint cards submitted to the Department. This individual will also be responsible for receipting of monies, data entry, and basic budget reconciliation. Emphasis will be placed on strong organizational skills and attention to detail. This is a full time position serving under an appointment of the State Superintendent of Public Instruction.

RESPONSIBILITIES:

- Using positive customer service skills when answering phone calls and greeting people in-person to receive paperwork and money
- Receipting fingerprint cards; preparing cards for submission to FBI
- Data entry
- Ensuring accuracy and compliance with all applicable rules, regulations, and policies
- Basic budget reconciliation
- Receipting monies for the fingerprinting process

MINIMUM QUALIFICATIONS:

- High school diploma or GED equivalent is required.
- Detail-oriented individual
- Strong computer skills; experience using Microsoft Excel, Word, and basic office software
- Ability to maintain confidentiality
- Experience reviewing documents for compliance with established procedures
- Effective communication skills

TO APPLY:

Apply online through the State of Idaho, Division of Human Resources. A link to the job posting and online application can be found by [clicking here](#). Click on the "Apply Online" button and follow the instructions provided to complete the Application Checklist and Exam for this position.

When updating your online application information, you must complete all items in the Application Checklist (this serves as your Employment Application). Without this information, your name cannot be referred for consideration.

The Exam for this position is to submit a letter of interest and customized resume'. All applications received for this opening will be reviewed and screened to determine the most suitable candidates to be

called for interviews. Finalists may be asked to provide additional information, documentation, or transcripts.

**Thank you for your interest in employment
with the State Department of Education!**

OVERTIME NOTICE: At the discretion of the appointing authority, compensatory time off may be provided in lieu of overtime cash compensation.

Hiring is done without regard to race, color, religion, national origin, sex, age or disability. The State of Idaho provides veterans preference in employment